

Checklist for Documents to Collect for an H-1B Cap Petition

- Passport ID page
- Visa ID page
- Most recent I-94 record
- All prior U.S. visa stamps
- All current and prior U.S. immigration-related documents, such as Form I-797 Notice of Action, Employment Authorization Document (EAD)
- If current or former F-1 or J-1 student: All Form(s) I-20 or DS-2019
- If current or former J-1 visa holder: Evidence of Waiver or other evidence of not being subject to the two-year foreign residency
- Updated resume (with detailed description of employment history and academic achievements)
- Color copies of all educational documents (diplomas, degrees, transcripts, certificates, memberships, professional licenses, etc.) with translations as applicable
- Any U.S. evaluation for foreign degree(s)
- Two most recent pay statements (if working in the U.S.)
- Job offer letter and expected salary October of the filing year
- Job description and location of employment
- Catalogs, brochures, and/or other promotional materials relating to nature of the company and the H-1B work projects/services
- Organizational chart including H-1B worker's position and related business units/departments with name and title of person(s) occupying positions
- Degrees and pay statements of similar employees
- G-28 signed by petitioner

*This material is not intended to substitute as legal advice.